



Arizona Department of Transportation

Civil Rights Office

1135 N. 22nd Ave. 2nd Fl. Phoenix, Arizona 85009

Janice K. Brewer
Governor

John S. Halikowski
Director

John A. Bogert
Chief of Staff

April 12, 2011

To: Currently Certified DBE's with the Arizona Unified Certification Program

Re: Disadvantaged Business Enterprise (DBE) Certification Annual Update

Your company's certification as a Disadvantaged Business Enterprise (DBE) is due for an "Annual Update."

Once your company is certified as a DBE, the certification remains valid for a period of three years. However, to remain in good standing as a DBE an "Annual Update" is required. This "Update" is required so the Arizona Unified Certification Program (AZUCP) certifying agency is kept current on the status of your company.

Please complete and electronically submit through the online system as soon as possible, but no later than **June 1, 2011**:

- 1) "DBE Annual Update" form for 2011
- 2) "Affidavit of DBE Annual Update" (this form must be notarized)
- 3) A complete copy of your company's most recent federal tax return. If your company filed for an extension in 2009 and never submitted the 2009 taxes to our office, please include those in your package. Also, if you filed for an extension for your 2010 taxes, please provide our office with a copy of the extension that is provided by the IRS. Failure to submit copies of the extensions or your previous taxes will delay the update process
- 4) A complete copy of the most recent personal federal tax return for each minority and/or woman owner that makes the company eligible as a DBE. If an extension was filed for the 2010 taxes, please provide our office with a copy of the extension that is provided by the IRS. Failure to submit copies of the extensions or your previous taxes will delay the re-newel process

Throughout the year all DBE's must notify this office in writing, within **30 days**, of any changes in circumstances affecting their disadvantaged status such as ownership changes or control of the business. Please attach supporting documentation for all changes when notifying ADOT.

Failure to comply with all above stated requirements shall be grounds for removal of your DBE eligibility.

We look forward to working with you in carrying out the objectives of the program. If you have any questions, please call this office at (602) 712-7761.

Sincerely,

Jamie Geist
Certification Program Manager
Civil Rights Office

Arizona Unified Certification Program (AZUCP)

DBE Annual Update

2011

SECTION I. General Information

- 1) Name of DBE Company: _____
- 2) Business Mailing Address: _____
- 3) City: _____ State: _____ Zip: _____
- 4) Telephone # () _____ FAX # () _____ E-Mail _____
- 5) Name of Person in the Highest Position in Company: _____
Title of this person: _____

SECTION II. Ownership and Control Information

- 1) Have there been any changes in the ownership, management or control of the company in the last twelve months (i.e., changes in bylaws, changes in the Board of Directors, redistribution or new distribution of stock, etc.)?
() YES () NO
- 2) If **YES** to question II (1), describe these changes and attach documentation to show and support the change.

SECTION III. DBE Business Financial Information

- 1) Gross Receipts for the business

\$ _____ Year _____

Owner's Signature

Date

Return your completed package to: **Arizona Department of Transportation**
Civil Rights Office
1135 N. 22nd Ave., 2nd Floor
Phoenix, AZ 85009

Affidavit of DBE Annual Update

Notary Public: _____ My Commission Expires: _____